

POLICY BULLETIN CHILD NUTRITION PROGRAMS

CCC 09-08

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SUBJECT: Revised Sponsor Facility Monitoring Form

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This bulletin applies only to sponsoring organizations participating in the Child and Adult Care Food Program (CACFP) with more than one site. Enclosed is a copy of the revised CACFP Child Care Center Sponsor Facility Monitoring form and a 5-Day Reconciliation form, which replaces all previous versions.

Sponsors of multiple sites must monitor each facility to assess compliance with the CACFP. Monitor reviews must be conducted at each site three times per year. Two of these reviews must be unannounced with one conducted during a meal service. Unannounced reviews must be completed at different times each year to prevent predictability of reviews. As part of a review, a 5-Day Reconciliation must be completed.

To complete a 5-Day Reconciliation the monitor will:

1. Determine the number of enrolled participants for sampling:
If total enrolled participants is 50 or less at least 5 participants must be sampled.
If total enrolled participants is 51 or more at least 10% must be sampled.
2. Record attendance and meals claimed each day next to each participant's name.
3. On the bottom of the 5-Day Reconciliation form total each day's attendance and meals claimed.
4. Answer the question found on the bottom of the 5-Day Reconciliation form: "Did enrollment and attendance support the number of children's meals claimed daily?"

Normally, the monitor will use records for five days of the current or previous month when completing a 5-Day Reconciliation; however, if there are circumstances that would justify the monitor to check an earlier month, this would be permitted.

Monitoring records must be maintained and kept, along with all other CACFP documentation, and will be reviewed by the state agency during a program review.

For additional guidance please refer to Bulletin CCC 25-05.

